

	DEPARTMENT	01-56 SPLASH	FLSA	NON-EXEMPT
	PAY GRADE	15	OCCUPATIONAL CATEGORY	OFFICAL ADMIN
	WORKSTEP CODE	N/A	LEVEL	N/A
	DRUG SCREEN TYPE	CITY POLICY		
	STATE EMPLOYMENT CODE	713940	WORKER'S COMPENSATION CODE	9102
	REVISION DATE	2/2019		
	56-002 RECREATION COORDINATOR - AQUATICS			

REPORTS TO: Recreation Manager - Aquatics

DIRECTS: In the absence or designation of the Aquatics Manager will direct Lifeguards, facility attendants, concession staff, customer service, clerk, and volunteers

OTHER: Has direct contact and dealings with the general public, vendors, regulatory officials, and other City employees

BRIEF DESCRIPTION:

Under the direct supervision of the Recreation Manager, this position is responsible for aiding in managing water safety and customer service staff, day-to-day operations, group reservations, administrative and financial record keeping, and offering high quality customer service. This position will also aid in other departmental duties such as Athletics and Events as assigned.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S- SEDENTARY	L- LIGHT	M-MEDIUM	H-HEAVY	V- VERY HEAVY
Exerting up to 10 lbs. occasionally; or Negligible weights frequently; or Sitting most of the time	Exerting up to 20 lbs. occasionally; or 10 lbs. frequently; or Negligible amounts constantly; or Requires walking or standing to a significant degree	Exerting 20-50 lbs. occasionally; or 10-25 lbs. frequently; or Up to 10 lbs. constantly	Exerting 50-100 lbs. occasionally; or 10-25 lbs. frequently; or Up to 10-20 lbs. constantly	Exerting over 100 lbs. occasionally; or 50-100 lbs. frequently; or Up to 20-50 lbs. constantly

#	CODE	ESSENTIAL FUNCTIONS
1	S	Provides superior customer service to internal and external customers by responding to request in a timely and professional manner, assist in daily oversight of assigned division(s) and ensuring that the division(s) operates effectively and at optimum levels
2	S	Assists Recreation Manager to ensure that daily deposits are prepared and sent to the Finance Department in a timely fashion.
3	S	Assists in coordinating classes, programs, tournaments, and events: leading in-services under the direction of the Recreation Manager
4	S	Ensures that all aquatic and recreation equipment is safe and in working condition
5	S	Organizes, leads and monitors aquatic and recreation activities for all ages
6	S	Assists in scheduling and supervising water safety, customer service, and recreation staff as needed
7	L	Assists in keeping records and preparing reports such as daily deposits, timesheets, attendance sheets, incident reports, concessions reports, program reports, and chemical logs

8	L	Enforces all safety rules for all employees and volunteers
9	L	Develops, implements, and monitors guidelines, policies, and procedures related to programs and facilities
10	S	Recommends and assists in ordering supplies, equipment and maintains all inventories
11	L	Responsible for providing clean, safe, and professional facilities at all times
12	L	Assists in monitoring and oversight of proper maintenance of facilities and equipment
13	L	Assists with other activities, programs, events or facilities as needed
14	S	Must arrive at work on time and must maintain a regular and reliable level of attendance
15	L	Ability to work nights, weekends, or holidays as needed

JOB REQUIREMENTS:

CATEGORY	JOB REQUIREMENTS
READING	Ability to read and write the English language
MATH	Ability to make mathematical calculations by adding, subtracting, multiplying and dividing numbers
WRITING	Ability to communicate using the English language Ability to communicate well, both orally and in writing
MANAGERIAL	Ability to work well with others and remain professional in all situations Ability to remain calm in emergency situations Directs lifeguards, facility attendants, concession staff, customer service, and clerk
BUDGET RESPONSIBILITY	Ability to manage operating budgets for Splash Station and all other assigned facilities
SUPERVISORY/ ORGANIZATIONAL CONTROL	Must be a self-starter and be able to work effectively and efficiently on one's own
COMPLEXITY	Maintain records for state or policy regulations Able to read maps and interpret data Must maintain a high level of confidentiality and deal with sensitive documents and information
COMPUTER SKILLS	Proficient in Microsoft Office products such as Word, Excel, Access, PowerPoint, Publisher and Outlook
CUSTOMER SERVICE	Ability to learn and use proper customer service habits both internally and externally. Upholding the STARS philosophy.
INTERPERSONAL/HUMAN RELATION SKILLS	Ability to deal effectively with the general public and other city personnel in a courteous manner

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have basic bookkeeping skills to assure financial operations are handled properly
- Ability to demonstrate necessary knowledge and skills to competently accomplish work responsibilities
- Possess effective oral and written communications skills in business English for use in presentations, memorandums, letters, blogs, and marketing materials
- Ability to use initiative to take empowered action to solve routine problems within policy guidelines and to seek creative solutions for non-routine challenges
- Ensures that one's actions promote professionalism and credibility for the organization
- Ability to interact effectively and constructively with all levels of employees – peers and managers
- Requires excellent communication and organization skills, strong analytical abilities and proven work history exhibiting successful management and interpersonal skills
- Must be able to administer and follow City ordinances, rules, regulations and policies and assure direct report staff does the same
- Requires the ability to swim

- Skill in organizing and prioritizing work in order to meet project deadlines
- Willingness to be a team member with ability to be a team leader
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals

EDUCATION AND EXPERIENCE:

This position requires three (3) years of experience as a lifeguard with proven leadership skills, and High school graduate or GED, and Bachelor's or Associates degree in Parks/Recreation or related field is preferred; OR Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED:

- A Valid Class C Texas driver license and the ability to maintain a satisfactory driving record
- Must have a valid Lifeguard Certification at all times
- Must have a valid LGI Certification or the ability to obtain within 120 days of hire and maintain
- Must be a Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) or the ability to obtain within 6 months of hire and maintain
- Must be a Certified Food Handler or the ability to obtain within 120 days of hire and maintain
- Water Safety Instructor Certification Preferred
- Certified Lifeguard Instructor (LGI) Preferred

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

Primarily in outdoor environment with the ability to operate indoors when needed. May be exposed to extreme heat and cold during summer and winter months.

TOOLS AND EQUIPMENT USED:

Standard office equipment including multi-line telephone, computer, fax machine, copier, scanner, printer, etc.

PHYSICAL DEMANDS:

C= Continuously	F= Frequently	O= Occasionally	R= Rarely	N- Never
2/3 or more of the time	From 1/3 to 2/3 of the time	Up to 1/3 of the time	Less than 1 hour per week	Never occurs

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing/ Walking	F	Standing and walking in City Buildings and City facilities on tile, carpet, concrete, asphalt, gravel, and may include sloped or slippery surfaces
Sitting	F	Ability to sit for extended periods of time
Lifting/Carrying	O	Ability to lift/carry 35 lbs.
Pushing/Pulling	O	Ability to push/pull 35 lbs.
Reaching	F	Ability to reach and lift overhead

Handling	C	Handle legal documents, books, files, telephone
Fine Dexterity	F	Typing, writing, signing, using mobile devices
Kneeling/Crouching/ Crawling/Bending/Twisting/ Climbing	R	Ability to kneel, crouch, crawl, bend, twist and climb in order to complete various tasks
Vision	F	Ability to see, read, and comprehend a variety of written or displayed media
Hearing/ Talking	F	Ability to speak and understand fluently the English language Ability to hear the spoken word

NON PHYSICAL DEMAND:

C= Continuously	F= Frequently	O= Occasionally	R= Rarely	N- Never
2/3 or more of the time	From 1/3 to 2/3 of the time	Up to 1/3 of the time	Less than 1 hour per week	Never occurs

NON-PHYSICAL DEMANDs	FREQUENCY	DESCRIPTION
Time Pressure/ Constraints	F	Ability to complete time sensitive tasks Ability to handle stressful situations and workloads Ability to control temper during various situations Ability to follow and adhere to and City of Cleburne rules, procedures, policies, general orders, ordinances, etc.
Irregular Schedule/Overtime	O	Subject to afterhours call out for emergency situations May be required to work weekends and holidays
Frequent Change of Task	F	Ability to shift focus from one project to the next rapidly
Performing Multiple Tasks Simultaneously	F	Ability to multitask
Emergency Situations	O	Ability to assist in emergency situations should the need arise
Danger/Physical Abuse	R	Physical peril or bodily injury inflicted by environmental factors or external forces
Noisy/Distracting Environment	O	Mowing, digging, power equipment and tools, motor vehicles, roadway traffic, pedestrian traffic
Working Closely with Others as Part of a Team	C	Ability to establish and maintain effective and cooperative relationships

JOB DESCRIPTION VERIFICATION AUTHORIZATION

The aforementioned statements are intended to describe the general nature and level of working being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills, required of personnel classified in this position. This job description is subject to change as well as the needs and requirements of the job change.

ADA/EEO Compliance

The City of Cleburne is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with the disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Formal application, rating of education and experience; oral interview, reference and criminal background checks, worksteps, and drug screens are required. In addition, job related tests may also be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the City of Cleburne and the employee and is subject to change by the City of Cleburne as the needs of the City and requirements of the job change.

HUMAN RESOURCE USE ONLY

SIGNATURE- REVIEW AND COMMENTS

I HAVE REVIEWED THIS JOB ANALYSIS AND ITS ATTACHMENTS AND FIND IT TO BE AN ACCURATE DESCRIPTION OF THE DEMANDS OF THIS JOB

Employee Signature

Employee Name (printed)

Date

Supervisor Signature

Supervisor Name (printed)

Date

HR Representative Signature

HR Representative Name (printed)

Date



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